

**Community Action Partnership
of San Bernardino County**

686 E. Mill Street
San Bernardino, CA 92415-0610
www.sbcounty.gov/csd



HUMAN RESOURCES DIVISION

Phone (909) 891-3880
Fax (909) 891-3961

EMPLOYMENT OPPORTUNITY

WAREHOUSE HELPER

Nutrition for Seniors
(At Will With Benefits / Part-Time Position)

THE SALARY: \$7.62 hourly, \$1,321 monthly, \$15,854 annually

THE BENEFITS: Liberal paid vacation plan; 12 days of cumulative paid sick leave per year; 14 paid holidays per year; group medical, dental and life insurance paid for employee only; voluntary retirement plan and merit advancement. Employees budgeted less than 80 hours per pay period shall receive holiday accruals on a pro-rata basis.

STANDARD WORK SCHEDULE AND HOURS: Position is assigned to a flexible work schedule with varied work hours, including a 30-minute flexible lunch period. Day to begin at 6:00 a.m. on Tuesday and Friday, at 7:00 a.m. on Monday, Wednesday and Thursday, subject to change based upon work urgency.

THE POSITION: Under the supervision of the NFS Stores Specialist, the incumbent will perform such duties as: Order, receive and inspect incoming shipments to assure quantity / quality is in accordance with order guides / bids; verify for accuracy: invoices / billings, shipping documents / packing slips; record; store; transport and deliver / off load raw food items, equipment, materials and supplies; conduct and maintain physical inventory using the First In / First Out inventory system in an automated and / or manual inventory record system; pull, verify and load food items for delivery to various Nutrition sites according to order guides from central kitchens; make deliveries to Nutrition sites following planned schedules to make deliveries on a timely basis; maintain minor upkeep on delivery vehicles (including cleaning the inside and outside of the vehicles); record mileage, keep maintenance records and report needed repairs; maintain all areas of warehouse in a clean and neat manner, free of infestation, meeting environmental health standards (i.e., trash emptied and floors swept, etc.); lift and move **heavy** objects and equipment, i.e., raw food cases weighing up to 80 pounds; assist at NFS sites with maintenance of equipment / appliances and minor repairs; assist in the breakdown of equipment, move, assemble and disassemble equipment, furniture, shelves, racks, etc.; perform routine clerical duties to include computer ordering; may provide vacation relief, as necessary; perform other related duties as assigned.

MINIMUM QUALIFICATIONS: **Education / Experience:** Graduation from high school or equivalent; applicants must be able to read, write, speak and understand English at a level appropriate to the position and have **at least** six months paid warehousing or delivery driving experience. **Knowledge / Abilities:** **Good knowledge of:** Safe driving practices, safety requirements and inventory techniques. **Ability to:** Lift up to 80 pounds; operate a forklift and pallet jack; develop / maintain good working relationship with program staff, vendors and the general public; perform basic mathematical computations; read / follow a map or Thomas Guide; conduct inventories using First In / First Out system in an automated and / or manual inventory record system; safely operate agency vehicles with both manual and automatic transmission for deliveries consistent with DMV regulations; follow oral and written directions. (Delivery vehicles presently include 2-axle refrigerated truck, cargo van and automobiles). **Skills:** Operate personal computer, copy machine, calculator and other assigned machines, equipment and vehicles.

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We care about the entire community, and we are dedicated to helping people help themselves and each other.

PHYSICAL REQUIREMENTS: Frequent walking, standing, bending, squatting, twisting, turning, balancing; requires power grasping, precision grasping and pushing / pulling and fine manipulation in both hands; reach or work continuously below shoulder level, and some above shoulder level. Visual requirement: continuously demonstrate near and far vision. Frequently lift and carry up to 80 pounds or less.

LICENSE: Must possess a valid California Driver License, be insurable and have / maintain a verifiably good driving record throughout course of employment.

SPECIAL REQUIREMENTS: Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report with their completed CAP Application form. Failure to do so will result in disqualification of application.

Applicants must possess a current Forklift Operators License or obtain one within 30 days of hire date. Must possess or be able to obtain Food Handlers Permit.

EXAMINATION: The examination will consist of the following items: Warehousing and Storekeeping techniques, Public / Human Relations, Communication (Oral & Written), Mathematical Computations, Safety Practices. Applicants may be required to perform writing exercises and mathematical computations and should bring their glasses, if applicable.

SELECTION PROCESS: Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview and / or testing. The successful candidate will be offered conditional employment contingent upon the applicant passing a background investigation (including verification of criminal records, education, employment and social security) and a medical examination which will include urine drug testing and TB screening, and submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the background investigation or the physical examination. As a condition of employment, the selected candidate must be able to participate in the agency's payroll direct deposit program.

APPLICATION: Submit a completed Community Action Partnership Application form to the Human Resources Division, 686 East Mill Street, San Bernardino, CA 92415-0610.

Older persons, minorities, women and disabled are encouraged to apply. Community Action Partnership is an EQUAL OPPORTUNITY / ADA COMPLIANT EMPLOYER. For further information regarding this position, contact the Human Resources Division at (909) 891-3880.

CLOSING DATE: Continuous – until a sufficient pool of qualified applicants are identified or until the position is filled, then the recruitment will be closed.

PUBLICATION DATE: 11/20/03

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11/20/03

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Community Action Partnership (CAP) of San Bernardino County

Employment Information

Employment Procedures

When Community Action Partnership has job openings, announcements are displayed in program / division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun newspaper and the agency's website.

Applications are accepted only for open employment positions. Persons desiring to compete for an open position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be written on the application** rather than simply stating "see resume."

Each application undergoes an analysis of education, experience, and related background. CAP reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAP conducts interviews with the finalists, and the appointing authority makes the final selection. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

For current employment openings and information and benefits, call the Human Resources Division at (909) 891-3880, 8:00-5:00 p.m., Monday to Friday excluding holidays, or go to the agency's web address: www.sbcounty.gov/CAP.

Pay and Benefits

A salary range, designed to keep CAP very competitive, exists for each position. Appointments are made within the hiring range (with most employees starting at the beginning of the range) and include a six-month or nine-month evaluative period. Excellent benefits for eligible employees are available which includes, group medical, dental, life insurance coverage and voluntary participation in the retirement program; liberal paid vacation plan; 12 days cumulative paid sick leave per year; 14 paid holidays per year; merit advancement.

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